

FY2017 CMHC

Department Periodic Reports

Department Periodic Report (DPR)

- Department Periodic Reports are due periodically throughout the fiscal year to report how funds/services disclosed at Plan & Budget have been utilized.
- DPR information and forms can be accessed at <http://dbhdid.ky.gov/cmhc/dpr.aspx>
- DPR Submissions use the same web-based access through the Central Login system that was used in submitting Plan & Budget (except for revised/modified DPR submissions)
- Reports due throughout the fiscal year are available through your Regional Reports, accessible through the Central Login system

DPR information including instructions and forms can be accessed at <http://dbhdid.ky.gov/cmhc/dpr.aspx>

Ky.gov An Official Website of the Commonwealth of Kentucky

GOVERNOR
MATT BEVIN

Search for

KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR BEHAVIORAL HEALTH,
DEVELOPMENTAL AND INTELLECTUAL DISABILITIES

■ CHFS Home | Agencies/Departments | Forms and Documents
■ **Community Mental Health Centers**




DBHDID Home Page
**24-Hour
Crisis Numbers**
Community Mental Health
Center Crisis Lines
Suicide Prevention Hotline
**Report Suspected Abuse,
Neglect and Exploitation**
Adult Abuse
Child Abuse
Programs and Services
Behavioral Health
Developmental and
Intellectual Disabilities

Community Mental Health Centers
Department Periodic Reports
General
■ [Performance Indicator Implementation Guide](#)
Instructions
■ [117A-CMHC Financial Planning and Implementation
Report Instructions](#)
■ [131A-RIAC Form Instructions](#)
■ [169A-SA Treatment Spending Plan Instructions](#)
Forms
■ [012-Financial Statement](#)
■ [013-A-133 Audit Report](#)

Contact Information
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Frankfort, KY 40621
Phone: (502) 564-4527
Fax: (502) 564-5478
[Contact Us](#)

Related Links
[Calendar of Events](#)
[Provider Directory](#)
[Center Locations](#)
[Contact Info by County](#)
[Contract Reference
Documents](#)
[Data Reports](#)
[Data Set Information](#)
[Plan and Budget 2017](#)
[Quality Management and
Outcomes Team](#)

DPR Submission Summary

To upload your DPR, you will need to go into the Central Login at <https://dbhdid.ky.gov/Login/Secure/Login.aspx>. Once you are logged in, click on the "DPR Submission-Region #" role, which will take you directly to the Department Periodic Reports File Submission page. You will select the Division, Form, Service (if necessary) using the drop down boxes, then click "Browse" to select the file you want to submit from your computer. Once the appropriate file is selected, click the "Submit" button. Repeat these steps for all of your DPR submissions.

DPR Submission Process

DBHID Central Login

This page is for authorized users only. You must have JavaScript and cookies enabled in your browser to use the Central Login application.

Note that you are allowed five unsuccessful attempts to log in, then your account will be locked and must be unlocked by an administrator. If you have tried to log three times unsuccessfully, you should recover your password before trying again.

On your first visit, you must click the "Recover Password" link on the left navigation bar and recover your assigned password before attempting to log in.

If you wish to change your password, you must first log in.

The Central Login application requires that you change your password every 90 days. Notices on the Access Page will tell you when your password is set to expire, or that it has expired, so that you can reset it.

Also, after you recover your password, you will be required to change it before you can access your Central Login roles or applications.

Log In

Username:

Password:

CMHC employee will access the Central Login at <https://dbhdid.ky.gov/Login/Secure/Login.aspx> using assigned username and password.

Once you are logged in, go to your DPR Submission-Region # role and click to access.

Role(s)
Department Administrator
Department Reports
DPR Approval - AFM
DPR Submission - Region 01
DPR Submission - Region 02
Reports and Upload - Region 02

DPR Submission Process continued.....

Department Periodic Reports File Submission

[Access Page](#) [Log out](#)

User: mbrowning
Region: 02

Select Division: *

Select Form: *

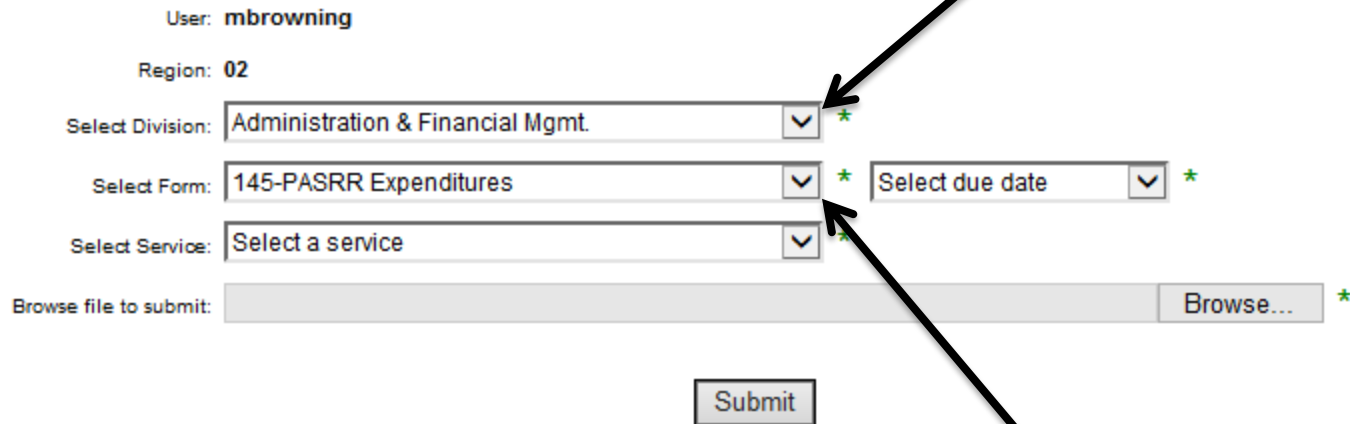
Browse file to submit: *

[Submission Directory Contents](#)

The Department Periodic Reports File Submission page opens up. Please verify that you are in this environment when you submit your DPR.

DPR Submission Process continued.....

Select the division for which the DPR is located



User: mbrowning

Region: 02

Select Division: Administration & Financial Mgmt. *
Select Form: 145-PASRR Expenditures *
Select Service: Select a service *
Select due date: *
Browse file to submit: Browse... *

Submit

Two black arrows point from the text 'Select the division for which the DPR is located' to the 'Select Division' and 'Select Form' dropdown menus.

Submission Directory Contents

Directory: \CMHC\DPRSubmission\mbrowning\

Number of files: 0

Select the report you want to submit from the drop down menu

DPR Submission Process continued.....

Select the due date for which the report is for

User: mbrowning

Region: 02

Select Division: Administration & Financial Mgmt. *

Select Form: 145-PASRR Expenditures *

Select due date: * *

Select Service: Select a service *

Browse file to submit: C:\Users\Maria.Browning\Desktop\145-PASRR Expenditures FY17.xlsx Browse... *

Submit

Note: It may be necessary to select the service for which the form applies

Submission Directory Contents

Directory: \CMHC\DPRSubmission\mbrowning\

Number of files: 0

Contact IPOP Support • If you experience problems, please contact IPOP support •

Select the appropriate file that you wish to submit

DPR Submission Process continued.....

Once the appropriate file is selected, click the submit button

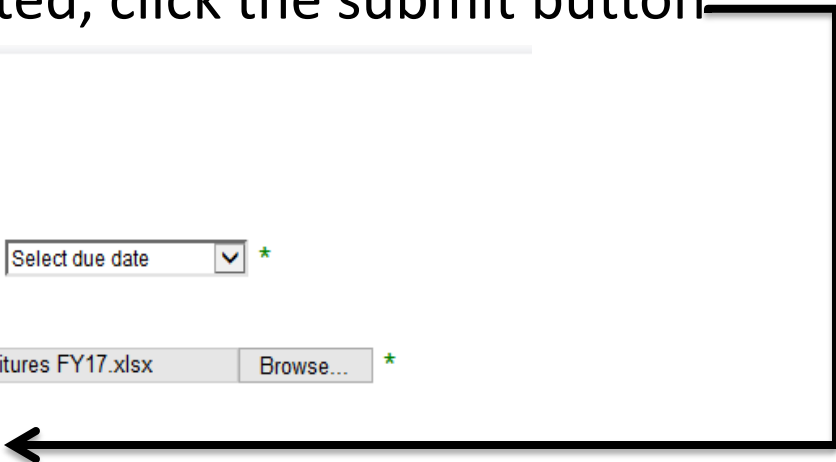
User: mbrowning

Region: 02

Select Division: Administration & Financial Mgmt. *
Select Form: 145-PASRR Expenditures *
Select Service: Select a service *

Browse file to submit: C:\Users\Maria.Browning\Desktop\145-PASRR Expenditures FY17.xlsx Browse... *

Submit



Submission Directory Contents

Directory: \CMHC\DPRSubmission\mbrowning\

Number of files: 0

Contact IPOP Support • If you experience problems, please contact IPOP support •

Revised/Modified DPR Submissions

Any revision/modification to a DPR after an initial DPR submission has been completed, should be emailed to the Department Liaison and Maria Browning. Maria will manually upload the revised report to the appropriate folder. This will prevent over-write of the previous submission and original submission date.

CMHC Reports Due

DBHDD Central Login

This page is for authorized users only. You must have JavaScript and cookies enabled in your browser to use the Central Login application.

Note that you are allowed five unsuccessful attempts to log in, then your account will be locked and must be unlocked by an administrator. If you have tried to log three times unsuccessfully, you should recover your password before trying again.

On your first visit, you must click the "Recover Password" link on the left navigation bar and recover your assigned password before attempting to log in.

If you wish to change your password, you must first log in.

The Central Login application requires that you change your password every 90 days. Notices on the Access Page will tell you when your password is set to expire, or that it has expired, so that you can reset it.

Also, after you recover your password, you will be required to change it before you can access your Central Login roles or applications.

Log In

Username:

Password:

CMHC employee will access the Central Login at <https://dbhddid.ky.gov/Login/Secure/Login.aspx> using assigned username and password.

Once you are logged in, go to your Reports and Upload-Region # role and click to access.

Role(s)
Department Administrator
Department Reports
DPR Approval - AFM
DPR Submission - Region 01
DPR Submission - Region 02
Reports and Upload - Region 02

Region Reports and Upload Page for Region 02

Logged in as: mbrowning

Log Out

Access Page

Utilities

- [Add, Delete or Update Provider Site](#)
- [File Management](#)

(DDQ) Desktop Data Query System

- [\(S-MART\) Standard - Monitoring, Analysis & Reporting Tool](#)

View Reports

To view a report, select its name from a dropdown list below.

If you are using Internet Explorer 10 or newer, you must use Compatibility View

CMHC Contract Compliance Reports

Choose a report

Block Grants and Other Performance Indicators

Choose a report

CSU/BPRS Reports

Choose a report

Reports

Department Periodic Reports, 2016 Master List

Reports (all regions)

Choose a report

Multnomah/MCAS Reports

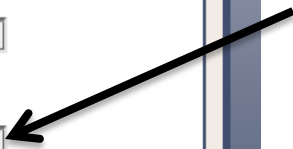
Choose a report

Download Reports

To download a report, select its name from a dropdown list below, then click the Download

CMHC Reports Due continued.....

Select the Department Periodic Reports, 2016 Master List from the Drop down menu (or the fiscal year for the reports you wish to view)



CMHC Reports Due continued.....

The list opens up and you can view which reports are due from which division areas, if they've been received and/or approved

Region	Program	Service
02	Mental Health Services	Olmstead
	Due for P&B	Send Form/Report to - Barbara Matthews
	Due -	10/31/2015
	Received -	11/17/2015
	Approved -	11/18/2015
02	Mental Health Services	Mental F
	Due for P&B	Send Form/Report to - Christie Penn
	Due -	
	Received -	
	Approved -	
02	Mental Health Services	Mental F
	Send Form/Report to - Michelle Niehaus	
	Due -	
	Received -	
	Approved -	
02	Mental Health Services	Mental F
	Due for P&B	Send Form/Report to - Barbara Matthews
	Due -	10/31/2015
	Received -	11/18/2015
	Approved -	11/19/2015
02	Severe Emotional Disability	IMPACT
	Due for P&B	Send Form/Report to - Barbara Matthews
	Due -	

Contacts

If you need additional assistance during the DPR submission process, please contact us at BHDID:

Maria Browning	Jennifer Moore
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(502) 782-6112	(502) 782-6117